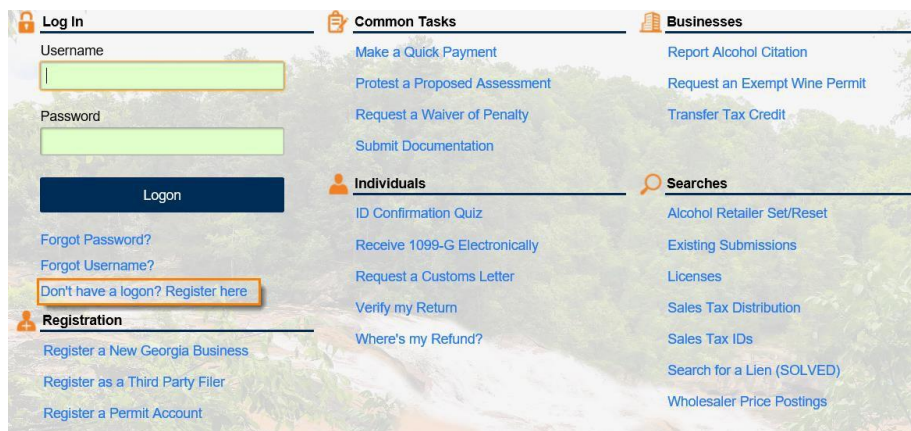


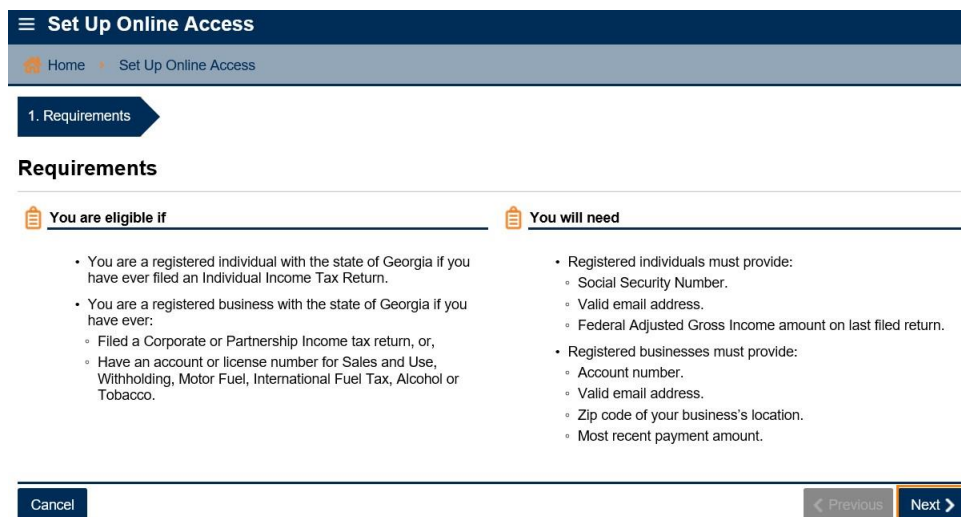
The following documentation provides information on how to sign up for online access if you have a business with the Georgia Department of Revenue via the Georgia Tax Center. You have already registered your business with the Georgia Department of Revenue but would now like to have access to see your account online.

How to Sign Up for Online Access as a Individual

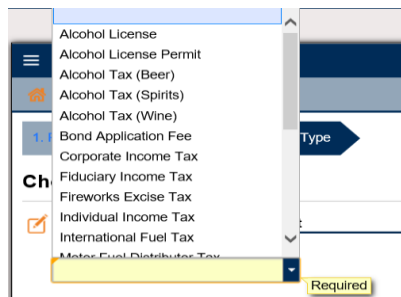
1. Go to the GTC website (<https://gtc.dor.ga.gov>).
2. Click the **Don't have a logon? Register here** hyperlink in the **Log In** section.



3. Review the requirements page to see if you are eligible and what you need to apply then click **Next >**.



- Choose your type of account from the dropdown list.



A screenshot of a web application showing a dropdown menu for selecting an account type. The menu is open, displaying a list of options: Alcohol License, Alcohol License Permit, Alcohol Tax (Beer), Alcohol Tax (Spirits), Alcohol Tax (Wine), Bond Application Fee, Corporate Income Tax, Fiduciary Income Tax, Fireworks Excise Tax, Individual Income Tax, International Fuel Tax, and Motor Fuel Distributor Tax. The 'Individual Income Tax' option is highlighted in yellow. To the right of the dropdown, there is a blue button labeled 'Type' and a yellow label 'Required'.

- Click **Individual Income Tax** then click **Next >**.

Choose Account Type

☒ Select your account type from the list

Account Type

Individual Income Tax

Cancel

< Previous

Next >

- Click **SSN** button to provide your social security number then click **Next >**.

Choose your Id Type

☒ Choose your identification type

ID Type

ITIN

SSN

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, for example 9XX-7X-XXXX.

Any individual who is a U.S. Citizen, a permanent resident, or a temporary alien resident who is authorized to work in the United States, must have a SSN.

Cancel

< Previous

Next >

- Enter and confirm your **social security number** and most recent **Federal AGI**, click **Next >**.

☒ Please fill out the following required account information

Social Security #

Required

Confirm Social Security #

Most recent Federal AGI

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 500, 500-EZ. You must have filed a return with the State of Georgia.

Cancel

< Previous

Next >

8. Complete screen to create your logon. All boxes with the yellow background are required to create your logon.

Create a new logon

Enter login information	Password requirements for a GTC login	Enter contact information
Login <input type="text"/> Required	Passwords cannot be reused Minimum 8 characters	User's Name <input type="text"/> Required
Password <input type="text"/> Required	Passwords must contain both letters and numbers Passwords must contain both uppercase and lowercase letters Passwords must contain special characters	E-mail <input type="text"/> Required
Confirm Password <input type="text"/> Required		Confirm E-mail <input type="text"/> Required
In case you forget your password Select Secret Question from list <input type="text"/> Required	To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.	Country <input type="text"/> USA
Secret Answer <input type="text"/> Required		Select Phone Type from list <input type="text"/> Required
Confirm Answer <input type="text"/> Required		Phone Number <input type="text"/> Required
		Do you have a second phone number? <input type="button" value="No"/> <input type="button" value="Yes"/>

9. Once you have completed the form with your information, Click **Next** >.

Enter login information	Password requirements for a GTC login	Enter contact information
Login <input type="text"/>	Passwords cannot be reused Minimum 8 characters	User's Name <input type="text"/>
Password <input type="text"/>	Passwords must contain both letters and numbers Passwords must contain both uppercase and lowercase letters Passwords must contain special characters	E-mail <input type="text"/> @dor.ga.gov
Confirm Password <input type="text"/>		Confirm E-mail <input type="text"/> @dor.ga.gov
In case you forget your password Select Secret Question from list <input type="text"/> What school did you attend for sixth	To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.	Country <input type="text"/> USA
Secret Answer <input type="text"/>		Select Phone Type from list <input type="text"/> Business Phone
Confirm Answer <input type="text"/>		Phone Number <input type="text"/>
		Do you have a second phone number? <input type="button" value="No"/> <input type="button" value="Yes"/>

10. Select how you would like to secure your account. You can choice to secure it via text, email, or both and whether or not you would like to receive mail via your online account. Click **Submit**.

Authentication Options

Choose your authentication method

☐ Text
 ☐ Email
 ☒ Both

Email

Country

Mobile Carrier

Mobile Phone

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Sign up for E-Correspondence

What is the GO GREEN Initiative? The Georgia Department of Revenue would like to communicate with you via electronic correspondence.

Yes, this sounds great! What do I need to do? Simply select "Yes" and we will let you know when you have correspondence to view on GTC. **Sign Up NOW!**

Would you like to sign up for E-Correspondence?

☐ No
 ☒ Yes

Cancel

Previous

Submit

11. Confirm that you want to submit this form, click **Yes**.

Are you sure you want to submit this?

Yes

No

12. Print or write down your confirmation code, then click **OK**.

Confirmation

Submission Information

Status	Submitted
Confirmation Number	
E-mail	@dor.ga.gov
Submission Title	New Registration for
Submitted	25-Oct-2017
Web Logon	

Your confirmation code is

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation

13. You will receive a confirmation in your email.

